

**South Country Library
BOARD OF TRUSTEES MEETING
October 18, 2018
MINUTES**

I. CALL TO ORDER

J. Neal called the meeting to order at 7:00.

Present: J. Neal, A. Kamran, S. Binnington, C. Walsh, C. Trent, C. Gagliano, R. Hunt, J. Johnson

Absent: G. Marschall

5 staff members in attendance

1 member of the public in attendance

Al Coster presented the Library audit. Two best practices were recommended. Supervisors sign off on their staff timecards and the Director be removed as a check signor. A small amount of money in a separate bank can be used for emergency purposes by the Director.

II. Remarks from the Audience: NONE

III. APPROVAL OF THE MINUTES OF THE September 20, 2018 MEETING

C. Trent made a motion to approve the Minutes of the September 20, 2018 meeting, seconded by C. Walsh. The vote was unanimous and the motion carried.

IV. APPROVAL OF THE MINUTES OF THE September Annual MEETING

C. Trent made a motion to approve the Minutes of Annual Meeting on September 20, 2018 meeting, seconded by C. Gagliano. The vote was unanimous and the motion carried.

V. Report of the Treasurer

A. Balance Sheets

1. General Fund - \$1, 592,713.46
2. Endowment Fund - \$6, 855.57
3. Capital Fund - \$371,261.24

B. Operating Warrants

J. Neal stated that the treasurer's report be placed on file for audit.

VI Report of the Administrator

A customized library App is being researched to include searching the catalog, ISBN scan, account information, event calendar, and phone notification to individual patrons as they walk in the Library. Initial cost of \$10,000 for set up and after that it's an annual maintenance charge.

Post Office repairs completed as well as Library overhang painted. The 30 day cancellation notice was given to the previous cleaning service. The new cleaning service, Strike Force has started for 7 days a week at \$3,000.000.

Outreach programs: two fairs are scheduled – Nov. 3rd will be the tech fair-12-4:00, Nov 13th – Veterans Fair. Recycling event will be Oct. 20 from 9:30-1:30. Offsite book drop will be at Vern Critz School.

The Space Planner is not available until 2020. Other companies are being researched. The cost of the strategic planner retreat run by Jerry Nichols is \$850.00.

S. Binnington made a motion to approve the Report of the Administrators, seconded by **C. Trent**. The vote was unanimous and the motion carried.

VI. Report of the Committees:

- A. Budget & Finance-** Will soon meet to discuss upcoming budget.
- B. Buildings & Grounds-** None
- C. Personnel-** **J. Johnson** reported the minutes from the 9/25 meeting – present **J. Neal**, **J. Johnson**, **C Trent** and **C. Walsh**.
The most recent Director's Evaluation needs to be rewritten. Using the Handbook for Library Trustees of New York will be a helpful resource. A new job description for Assistant Director needs to be established. Information was provided by the Director

and Assistant Director regarding their salary status in comparison to other libraries and their responsibilities.

A meeting is scheduled for 10/29 at 7:00.

D. Community Affairs- None

E. Hubbard Fund-None

F. Long Range Planning- arrange date for strategic planning retreat

G. Nominating Committee- None

VII. Old Business-

A. Cleaners-

S. Binnington made a motion to approve the switch to Strike Force, seconded by A. Kamran. The vote was unanimous and the motion carried.

VIII. New Business-

A. Anti- Sexual Harassment Policy:

C. Trent made a motion to approve the Anti- Sexual Harassment policy seconded by J. Johnson. The vote was unanimous and the motion carried.

B. Hubbard Requests-

1. C. Trent made a motion to approve the use of Hubbard funds to cover the cost of the community potluck Thanksgiving program, seconded by S. Binnington. The cost will not exceed \$300. The vote was unanimous and the motion carried.

2. C. Trent made a motion to approve the use of Hubbard funds to cover the cost of the Tech Fair, seconded by S. Binnington. The cost will not exceed \$300. The vote was unanimous and the motion carried.

C. 3D Printer Purchase Request-

- A. Kamran made a motion to purchase a new Ultimaker 3 3D Printer at a cost of \$3,495, seconded by C. Gagliano. The vote was unanimous and the motion carried.**

- IX. Other- Library fund raiser – staff will be asked for fundraising ideas. Suggestions needed for venue and purpose.**

- X. Remarks from the Audience - None**

- XI. Executive Session**
 - At 8:15 the meeting moved into executive session to discuss the employment history of particular employees.**

 - J. Johnson made a motion to adjourn the executive session at 8:27, second by S. Binnington. The vote was unanimous and the motion carried.**

- XII. Adjournment**
 - A. Kamran made a motion to adjourn the meeting at 8:28 p.m., seconded by C. Walsh. The vote was unanimous and the motion carried.**